

Summer between Junior and Senior Year

- Visit the websites of any schools that you are interested in. Some may have their application available for you to begin during the summer. This is a great opportunity to take advantage of, where you can pace yourself and begin to become familiar with the information required/needed. You may want to print out your applications and check them before you submit them electronically.
- Each senior needs to complete the FERPA Transcript Authorization Survey Google Form (most have completed this task in their junior year). We will not release any transcripts or college related documents (reports, letters of recommendation, etc.) without your approval on this survey.
- Begin working on your college application essays. For tips on writing good college application essays check out the links provided in the College Reference Guide, here you will find helpful tips for the UC Personal Insight Questions– if you are applying to UC's. You will also find the Common App essay prompts as well **Please note: CSU's do not ask for essays.**
- If you are applying to a college that requires a letter of recommendation, continue reading this step (If not, proceed to the next step):
 - Within this packet, you will see the current Counselor Recommendation Checklist. Each year they are very similar and during the beginning of each year we revise this list with any software update made over the summer. You will receive your senior Checklist in September...however, in the meantime, please work on completing the existing (previous years) Checklist so that you are prepared for this upcoming season.
 - Within the "Checklist" you will find information regarding the Student/Parent/Teacher Recommendation Surveys. The students are to complete both the Student and Teacher Recommendation Survey OVER THE SUMMER BEFORE SENIOR YEAR (found in the About Me section), your parents will complete the Parent Recommendation Survey (also found in the About Me section in the parent account). The Student Survey is designed by the counselors and is for your counselor to review when writing your letter. The Teacher Surveys are designated by each department (e.g., Science Teacher Recommendation Survey) and asks you to specify the name of the teacher you would like it to be directed to. (FYI: The Student and Parent Surveys are for counselors *only*; the teacher Survey is for your teachers.
 - Words of advice:
 - Please do not supply your teacher with a Student/Parent Survey responses (meaning do not cut and paste from one survey to another) – as you do not want your letters to sound the same. This will not benefit your application if you do so.
 - SAVE AS YOU RESPOND TO EACH QUESTION. This software will time you out and you will lose your responses if you leave your computer for a while.
 - Students: click on "view all surveys" in order to see all department surveys and complete **ONLY** those needed. Do not respond to each survey.
- **Schedule campus visits** and interviews for any college you are interested in that you did not visit in the spring.
- If you are planning to pursue a major in the arts, start getting your portfolio or audition ready.
- **If needed**, register for to take the SAT or ACT in the fall. It is recommended that you register early, as colleges will have either a November or December test date deadline (be sure you research this deadline with your specific colleges). Be prepared to indicate at least four colleges to receive your scores. You will be charged a fee for schools that are added later.
- Make a list of all of your application deadlines and stick to those deadlines. *College Scholarship deadlines are typically in December.*
- Set up an email account that is not spam-guarded, that you will check often, and that is appropriate for college admissions (e.g., rockstar@yahoo.com is an example of an email address that is not appropriate for college).
 - Over the years, we have seen student miss opportunities for interviews and admission offers simply because they did not check their email account. Our hope is that this does not happen to you. Please be sure to set reminders to check your email and student portal accounts often (we will explain this later...this will be something you create once you apply to each college).
- If you need to remediate any classes at this point...let your counselor know now! D/F grades will need to be remediated for college admissions.

- Begin viewing the college representative visitation schedule (found under the College Section under College Visits) on Naviance Student. Sign up on Naviance Student to visit with the representatives of colleges that interest you. (only 11th & 12th grade students may attend)
- Begin searching for scholarships. Please check the Scholarship List in Naviance Student (College Section) on a regular basis until you graduate. There are new scholarships added to the list almost every week. Be sure to sort your search for local scholarships to maximize your chance of winning. You should also use sites such as fastweb.com and scholarships.com to search for national scholarships.
- At Back to School there will be a Senior Parent Information Night on College Applications/Admissions at 6pm in the Theatre (most likely will be virtually this year). Back to School will start at 7pm. Please mark your calendars!!

Senior Year - September

- Schedule an appointment by September 15th with your counselor if you are considering applying for binding early admission (Early Decision).
- Continue to research colleges and begin preparing college applications online, unless you started them over the summer.
 - For out-of-state/private colleges, there are several different application portals to choose from (Common App and the specific college's application)...find out which one is the best selection for you and which one is required/recommended by the college. Please be aware.....each application may have different requirements....it is up to you to track what is required and the deadlines for each application.
 - For the California Public Universities: click on the links provided for the UC's and the CSU's
- Complete the Counselor Recommendation Checklist and Due Date Form (this will be sent to you) if you are applying to a college that requires a letter of recommendation. If you need a letter of recommendation by **November 1st** – you must complete this Checklist process by **October 1st** – and have a meeting with your recommenders (teachers/counselor) by this date. If you need a letter of recommendation by **December 1st** or after – you must complete this checklist process by **November 1st**. **Please note: you will not have access to the Student/Teacher/Parent Recommendation Surveys (found in the About Me tab) on November 2nd – they will be removed from Naviance Student on this date.**
- If you have not already done so....it's time to ask teachers/counselors to write recommendations for you. If you have already done this, provide your recommenders with a complete "Checklist" (counselors) and Due Date Forms (counselor/teachers) (both found in Document Library under Letter of Recommendation or in your email).
- Check to see if your schools require you to complete the College Scholarship Service Profile (CSS Profile) form (for financial aid). If so, make note of the deadline and go to www.collegeboard.com to complete your profile form. Also, note the financial aid links on the left side of your Naviance Student home page. PLEASE NOTE THE CHANGES FOR FINANCIAL AID THIS YEAR AND ATTEND OUR FINANCIAL AID INFORMATION SESSION.
- Prepare applications for early decision or early action (if desired).
- **Whenever you apply to a college, make sure to do the following:**
 - **Submit the completed application online through the College Application Platform (you will not be submitting your applications through Naviance).**
 - **For Common App: Electronically sign the FERPA form and waive rights within Common App. Match your Common App and Naviance accounts.**
 - **Transcript Requests: Complete FERPA and Transcript Authorization Survey first (now a Google Form, sent via email from Mrs. Schikora). Select the colleges you need to order a transcript for and request transcripts. In addition, submit Mrs. Schikora's Transcript request form to her (sent to you via email) UC's do not ask for a transcript during this time. CSU's may or may not ask for a transcript, check with the school.**
 - **If you need a letter of recommendation, complete your Counselor Recommendation Checklist/Due Date Form (links provided in the College Reference Guide) Next, schedule an appointment with your counselor to turn in any required Secondary School Report forms or Counselor Information forms along with your Checklist/Due Date Form.**
 - **If required: Request that your test scores (SAT, SAT Subject) be sent to the college from CollegeBoard or ACT if you have not yet done so. (all colleges: including UC's and CSU's). MV and Naviance will not submit test scores.**

- Use the Application Milestones section of Naviance Student to keep track of the status of your college applications. Make sure you have finalized your college list in Naviance Student under the College section. Please move your list of colleges from Colleges I'm thinking about to Colleges I'm applying to.

Senior Year - October (Oct and Nov will be your busiest months, if you are still working on your applications...plan accordingly).

- Continue finalizing your college search.
- **FINANCIAL AID:** In the fall there will be a Financial Aid Information Night, please be sure to attend. Stay tuned for specific details with date/location.
 - Submit your Free Application for Federal Student Aid (FAFSA) (for financial aid purposes) with your parents. This form should be completed online at www.fafsa.ed.gov
 - Check colleges and universities for financial aid deadlines (**especially CSS Profile Deadlines – financial aid deadlines**). Information can be found on [College Board](#)
 - Submit financial aid forms.
- Watch for deadlines, especially Early Decision, Early Action, or scholarship deadlines. (e.g. USC and many other colleges have a scholarship deadline of December 1st, if you are applying to USC and would like to be considered for scholarships, you will need to apply by this deadline; check school websites for other scholarship deadlines). *The colleges are sneaky and often do not disclose this deadline on their websites.*
- If you need a letter of recommendation by December 1st or after – you must complete the Counselor Recommendation Checklist (found in the College Reference Guide) process by **November 1st**. Please note: you will not have access to the Student/Teacher/Parent Questionnaire (found in the About Me tab) on **November 2nd** – they will be removed from Naviance Student on this date.

Senior Year - November

- **November 1st** is the last day to access the Student/Teacher/Parents Recommendation Surveys in Naviance Student under About Me
- Make sure to keep your grades up! Colleges will look closely at your senior grades. *Some colleges are now requesting 1st quarter grades to be sent prior to making their decision.*
- Continue to watch for deadlines.
- **FINISH ANY INCOMPLETE APPLICATIONS OVER THANKSGIVING BREAK!**
- **Submit UC and CSU applications before you sit down and eat your Thanksgiving Dinner.** If you wait... you may be subject to website delays as these sites typically crash or have delays due to the overwhelming amount of applications during the last few days of the month. Do not procrastinate!
- Recommendation/transcript requests should be turned into the counseling office at least one month before the application deadline.

Senior Year - December (As application season winds down, scholarship season gears up, this is also when Early Application Decisions Arrive. KEEP THOSE GRADES UP)

- **Be sure to open a Student Portal account with each college you have applied to and to monitor your email regularly during the application season. These are the two ways the colleges will be communicating with you regarding your application process. (e.g, missing documents (transcript, test scores, recommendation), incomplete application, request for interviews, housing/orientation information, and this might be where you notify the college of your admission decision.).**
- Keep checking the Scholarship List section of Naviance Student for scholarship opportunities.
- Send a kind thank you note to your recommenders once your letters have been submitted. ☺

Senior Year - Winter

- Request mid-year transcripts if the school requires a mid-year report (January). Remember transcripts are ordered through Naviance. This should be completed by mid-January. UC's and CSU's typically do not ask for a mid-year report (occasionally they will audit applications and ask for one, but do not request a mid-year unless you hear from the particular UC/CSU). (SDSU does want mid-year transcripts).
- Complete any scholarship applications. Keep checking the Scholarships listing on Naviance Student.
- Update the status of your applications in Naviance Student under the College tab, click on Colleges I'm applying to, then click on Have you applied?, then click on the box for I have submitted my application. If you know the result of your application, use the Result section to keep the status of your application updated.
- If you have already been accepted at the college you wish to attend (Congratulations ☺). However, please be aware that this is a **"Conditional Acceptance"**. This means, it can be rescinded if your grades drop and/or you change any classes this year – *without PRIOR approval from each specific college, in writing* (e.g., an email). If you have accepted your offer of admissions with a college, please also notify your other colleges that you have applied to, that you will *not* be attending so they can admit someone else.

Senior Year - Spring (Decision Season Awaits, Keep those grades up, Time to announce your plans for the fall).

- Be aware of housing deadlines and the May 1st acceptance/letter of intent deadline. Turn in all appropriate deposits at your college.
- Do not make summer plans until you register for your college orientation in the summer.
- Some may need to take the UC Writing Exam in the spring....be aware of this....more information found in the College Reference Guide.
- Update & finalize the application decision on Naviance (Were you accepted, waitlisted, denied to the schools you applied to?)
- Finish updating your application status within Naviance and notify your recommenders (counselor and teachers) of the school you choose to attend.
- In May, order for your Final Transcript on Naviance for the school you will be attending. If you are a committed NCAA Collegiate Athlete, also submit a transcript request for NCAA.
- Complete Required Senior Graduation Survey on Naviance Student under the About Me section, under surveys from your school.